4

G. R. S. IX-5]

Previous references.

File No. 13 16.

1916.

(Edn)

Serial Nos. 45, 46, 84, 177, 188.

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 45, 46, 84, 177, 188

Part B for 13. Aug. 17

SUBJECT.

Representation of Mr. T. Venkata Rao re his promotion in the Edn. Department.

1157-Sd 4.8.17.

The J. G. Edn.
The Comptr.

Sanctions a special grade of Rs 100-10-150 to Mr. T. Venkata Rao as Head Master of the Deaf & Dumb School Mysore

W D 68—GPB—50,000—24-7-16

for the credits required by the Principals and himself on or before the 20th of the same month. If additional credits are found necessary for any quarter, supplemental applications may be made in the same form, mentioning the particular unforeseen demand, necessitating increased credit in excess of original forecast. The Comptroller should grant the credits thus applied for before the commencement of the quarter and intimate their issue to the Registrar and to the Principals concerned.

Remittance to Treasury.

5. All collections made on account of the University should be remitted to the Treasury with a remittance register (Form Fin.77) accompanied by a Chellan (Fin.78).

Payment of Money.

6. Every bill presented for payment will be entered forthwith in the Register of Bills in form 6 and after check placed before the Registrar or the Principal of the College as the case may be, who ~~after~~ after satisfying himself that the claim is admissible, authority good, signature true and in order and the receipt a legal quittance will order payment in the following manner ; —

"Pay by Cheque/cash rupees (in words and figures) only".

Endorsement of payments should also be made on the bills under the signature of the Disburser in the following form:

Paid by cash Rs..... or

Paid by cheque No. for Rs.

Intimation by Comptroller of amounts credited to the University Fund in the Treasury Accounts.

7. The Comptroller should send monthly in form 7 on or before the 15th to the Registrar and the Principals of colleges statements of amounts credited in the Treasury Accounts, whether remitted by them ~~or~~ directly or received at the treasury from other parties for credit to the fund, and these statements should be agreed by the Officers concerned with the total amounts under the head "Remittances to Treasury" in their cash books for the previous month, making allowance for items of one month credited in another.

Intimation by Treasuries to the Registrar of amounts for credit to the University Fund received directly by them and not through that officer.

8. The treasuries which receive amounts for credit to the University Fund otherwise than through the Registrar should send intimation of credit in form No.8 to the Registrar and on these advices the necessary entries will be made in the adjustment register (Form 9) crediting the head concerned and debiting the head "Remittance to Treasury."

Intimation of payments at other than the Bangalore and Mysore District treasuries arranged for by the Comptroller at the request of the Registrar and the Principals.

9. The Comptroller should send to the Registrar and the Principals, monthly statements of payments made at the instance of these officers at other than the Bangalore and Mysore District Treasuries and for the total amounts of these statements, the officers concerned should draw cheques in the month in which such statements are received and send them to the Treasury for transfer adjustment by debit to the University Fund and credit to "Objection book advances".

10. The Accounts and Registers to be kept in the Registrar's Office are the following:-

1. Cash book ~~of transactions by the Registrar~~ (Form No. 10).

2. Adjustment Register (Form No. 9)

3. Monthly Abstract of entire transactions of the University including the constituent colleges (cash abstract book-(form No.12).

4. Monthly accounts of the University with vouchers (Form No.13).

5. Register of applicants for different examinations and fees recovered (Form No. 24)

6. Register of graduates registered and fees recovered (Form 20 and 21).

7. Register of grants, recurring and non-recurring (Forms 18 and 19).

8. Sale proceeds of University publications (Form 22).

9. Stock account of University Publications. (Form 23).

10. Register of Endowments (Form 25).

11. Register of Investments (Form 26)

12. Immovable Property Register (Form 27).

13. Register of furniture (Form 29).

14. Register of stationery and forms (Form 17)

15. Acquittance Roll (Form 14).

16. Travelling Allowance Register.

17. Contingent Register (Fin. 10)

18. Register of Remuneration to Examiners (Form No. 34).

19. Service Postage Stamp Account (Form 28)

20. Treasury Remittance Register (Fin.77)

21. Register of Advances (Forms 31).

22. Register of Deposits (Form 32).

23. Register of Reference Book (Form 30).

Cash Book.

11. A Cash Book in form 10 will be maintained by the Registrar and the two Principals. The cash book should be a substantially bound volume, containing a sufficient number of pages to contain at least one year's transactions. Its pages should be machine numbered.

12. Transactions must be recorded on the date on which they actually occur and full particulars ~~as~~ thereof should be noted in the column intended therefor. The allocation of each item ~~of~~ of transaction should be noted in the last column so that the cash book entries may be readily abstracted in form No. 12. Amounts of cheques drawn for cash payments should be accounted for in the cash column on the Dr. Side and the transaction allocated to "Cash from Treasury".

13. Payees' Receipts for other than salaries and allowances should be taken in the printed machine numbered forms (in form 11).

14. Cash book should be closed and balanced daily and be signed by the Disbursing Officers. At the end of each month, the entries made in the Treasury Pass Book, should be checked, item by item, with the cash book and cheques outstanding shall be noted in detail at foot of the cash book.

Adjustment Book.

15. In addition to the adjustments referred to in para 8 supra, corrections of errors in classification as well as the amounts of cancelled cheques vide para 23 infra will be recorded in this register. The closing

entries

entries of the adjustment book will usually be those relating to the amounts of cheques issued as per cash book, the aggregate of which will be credited to "Cheques drawn", debited already to the service heads concerned through the cash book. The book will then be totalled and a classified abstract of the entries noted at the end of the month, and these figures will be posted into the cash abstract book (Form No.12.)

16. Transactions relating to the constituent colleges will be communicated to the Registrar through the monthly cash account in Form 13 not later than the 8th of the month following that to which the account relates.

Abstract Book.

17. A classified account of transactions recorded in the cash and adjustment book will be preapred in form No.12 (Abstract Book). The Abstract book kept in the Registrar's Office will not only be a classified account of transactions conducted by the Registrar but also a consolidated account of the entire monthly transactions of the University including the constituent colleges. Form No.13 prepared from the Abstract Book together with the vouchers supporting the charges will be the monthly account of the University.

Cheque Books.

18. Each disburser will be supplied by the Comptroller with numbered cheque books headed "Mysore University Fund" and before bringing any book into use, the treasury officer concerned should be advised of the number of the book to be used for noting it in the Treasury Register of cheques paid (Form No.2).

19. Cheque books should always be kept under lock and key in the personal custody of the drawing officer, who when relieved should take a receipt for the correct number of cheques made over to the relieving officer a specimen of whose signature should, at the same time be forwarded to the Treasury concerned under the signature of the relieved officer.

20. As a precaution against fraud, all cheques should have legibly written across on the face at right angles to the type, a sum in words, a little in excess of that for which the cheque is granted thus "Under thirty rupees" will mean that the cheque is for a sum not less than Rs.20/- but less than Rs.30/- and so on.

21. A cheque should not be drawn until it is intended to be paid away.

22. No advice of the issue of a cheque need be sent to the treasury, none should be drawn for sums of less than Rs.10/-. Cheques will be current for 3 months only, and those which are not cashed within 3 months of the date of issue shall not be presented for encashment without being redated. The alteration of date will be attested by the drawing officer and a note of the fact of redating shall be entered in the cash book against the original transaction and upon the counterfoil of the cheque itself. The alteration will in no way affect the accounts and no further entries need be made.

Cancelled cheque.

23. When it is necessary to cancel a cheque the cancelment should be recorded on the counterfoil, and the cheque if in the drawer's possession, should be destroyed. If not in his possession, he should promptly request the treasury officer to stop payment of the cheque and on ascertaining that payment has been stopped, he should write back the entry in his cash book by exhibiting the amount of the cheque on the receipt side in the Treasury column as "Refunds of expenditure". A counter reference must be given in the cash book against the original, ~~xx~~ to the second entry of the cheque. When the amount is thus adjusted, it will be deducted in the adjustment Register (Form 9). from the amount credited to "cheques drawn from treasury". A cheque remaining unpaid from any cause for twelve months from the date of its issue should be cancelled and the amount written back in a similar manner.

Lost cheque.

24. When a cheque is reported as lost during the period of its currency, the drawing officer should forward to the Treasury Officer concerned a certificate in the forms given in the margin for signature. On receipt from the Treasury Officer of this certificate signed by him, the drawing officer will issued a fresh cheque, a note of the fact being made in the counterfoil of the original cheque. This cheque should not however be charged again in the cash book.

Certified that cheque No. dated for Rs. reported by the (Disbursing Officer) to have been drawn by him on his Treasury in favor of.....has not been paid and will not be paid, if presented hereafter.

Treasury
the 191) Treasury Officer.

Salaries and Allowances.

25. Pay and allowances of Gazetted Officers will be claimed on Bills in (Form 101) and the bills presented to the Registrar or the Principals of the College, as the case may be. After check of the claim preferred pay orders should be passed for the net amount of claim admitted and cheques drawn in accordance with such orders will be charged off in the Cash Book and delivered to payees on obtaining acknowledgments from them. Separate cheques will be issued for the net amount of each bill.

26. Pay of the rest of the establishment will be claimed in Fin Form 19 with full details of names and the instructions contained in Articles 58 to 65 of the Civil Account Code regarding the preparation of monthly bills of permanent and temporary establishments, original as well as supplemental, should be carefully followed. The bill thus prepared will be placed along with the Acquittance Roll (in form 14) before the Disbursing Officer who after necessary scrutiny will pass the payment order and issue a cheque for the net amount only. Separate cheques in favor of the Treasury Officer should be drawn for (1) Insurance Premium (2) Provident Fund Subscription (3) House Building Advance, &c., recoverable from both Gazetted and Non-Gazetted Officers, and the several statements detailing the deductions should be attached thereto. ~~An abstract memorandum of such deduction should be prepared~~

~~and~~

~~and~~ The order for payment should be passed on ~~it.~~ the office copies of the Eff. The cheques drawn for such deductions should have written at the top in bold letters the endorsement "For transfer adjustment only". Payments to members of establishments should be acknowledged and dated in the Acquittance Roll by the payees and the acknowledgments should, if necessary, bear a stamp. Officers who do not appear personally to receive payment should be required to furnish separate receipts which should be attached to the Acquittance Roll.

Travelling Allowances.

27. Travelling allowances of Gazetted Officers and establishments will be drawn on bill ~~Form~~ Fin. Forms No. 107 and 107 (a) respectively, and after the required countersignature the bills will be forwarded to the Comptroller for preaudit as required in Article 647, Mysore Service Regulations.

28. A register of all travelling allowances drawn and disbursed (copy of T.A.Bills) will be maintained in the Registrar's Office and the constituent colleges and acknowledgments of the parties concerned taken therein with, if necessary, receipt stamps.

Annual Returns of Establishment.

29. In the first week of July in each year a detailed statement of the permanent establishment of the University Office and the constituent colleges as it stood on the 1st of that month, will be prepared in form (Fin.42) and forwarded to the Comptroller by the Registrar. In preparing this statement, the instructions

contained

contained in Article 35 Civil Account Code and para 117 Mysore Treasury Manual should be carefully followed.

Contingencies.

30. Sums required for contingent expenses such as purchase of country stationery, cart and cooly hire &c will also be drawn on cheques and accounted for in a contingent Register in form (Fl.10) ~~vouchers in support of the charge will be attached to the monthly account (Form 10)~~. Vouchers in support of the charge will be attached to the monthly account (Form 14) Vide rule 17 supra.

Payments outside the State and at other than the Bangalore and Mysore District Treasuries within the State.

31. Payments to be made outside the State and within the State but at other than the Bangalore and Mysore District Treasuries should be arranged for through the Comptroller.

Stationery and Printing charges.

32. Stationery articles required for the office of the Registrar and the constituent colleges should be obtained from the Government Stationery Depot on annual indents and the bill of cost received from the Superintendent of Stationery should be paid by means of cheques drawn in favor of the Treasury Officer for transfer credit to the Stationery Depot, and intimation of such credit given to the Superintendent.

33. The bills of cost received from the Superintendent, Government Press, for printing work done for the University, should also be paid by means of cheques drawn in favor of the Treasury Officer, for transfer credit and intimation of adjustment sent to the Superintendent.

Stationery Account.

34. An account of forms and statio the form and under the rules prescribe Government Stationery rules (Vide Ap L.L. to the Mysore Treasury Manual) w maintained in the Registrar's Office an the two colleges.

Grants from Government and Local or other local bodies.

35. Registers in Forms 18 and 19 wi be maintained for noting the demand and recovery of recurring and non-recurring grants.

Registration of graduates.

36. Two registers in forms 20 and 21 will be maintained for fees for registration of graduates one for annual fees and the other for compounded fees.

Sale proceeds of University Publications.

37. A register in form 22 will be maintained for noting the sales of University publications such as University Calendars &c.

Stock book of University publications.

38. A stock book in form 23 will also be maintained for noting the receipts, issues and balances of stock of each publication, separate pages of the register being allotted for each publication.

Register of examination fees.

39. A register of applications received for each examination will be maintained in Form 24. This register will be posted from the applications received from the candidates, separate registers being maintained for each examination. At the end of each month, the amount creditable to the University according to this register should be calculated and agreed with the credits acknowledged by the Treasury (Form 7).

Endowment Register.

40. All endowments made by private

persons

persons for the purposes of the University will be entered in a register in form 25. This register provides for not only maintaining a record of endowments but also for watching that the income from endowments is appropriated to the purposes for which they are made.

Investment Register.

41. A register of investments of the funds of the University and of endowment funds will be kept in form No. 26.

Register of immovable property.

42. A register in Form 27 should be maintained of all immovable property belonging to the University.

Register of Service postage stamps.

43. A register showing the receipt and issue of service postage stamps will be maintained in form 28.

Register of Furniture

44. A register in form 29 will be maintained for all articles of furniture. It should be opened with the articles according to the existing register and additions made as purchases are made.

Register of ~~xxxxxxx~~. office reference books.

45. A similar register will be maintained for office reference books.

Register of ~~advances~~ Deposits.

47 ~~46~~. A register of Deposits received and repaid will be kept in form No. 32. Refunds

Register of Advances

46. A register in form No. 31 will be maintained for all advances made under proper authority.

Payments in cash or by transfer should be noted in the Deposit Register.

Budget.

48. The annual budget will be prepared in (Form No.33).

Remuneration to Examiners.

49. A register in Form 34 should be maintained for payment of remuneration to Examiners.

Service Books.

50. Service Books should be maintained in accordance with the rules prescribed in Article 448-452 of the Mysore Service Regulations.

Accounts to be rendered.

51. A list of the returns to be rendered by the Registrar and the Principals of the constituent colleges is given in appendix A.

P A R T I I.

Accounts to be maintained in the Central College, Bangalore and the Maharaja's College, Mysore.

---

52. The rules in part I ~~apply to the~~ should be observed by the Principals ~~colleges~~ also as far as they are applicable to college transactions. The Registers noted below should be kept by ~~them also~~ by the Principals.

5. Remittance Register.
6. Register of Bills
10. Cash Book
14. Acquittance Roll
15. Travelling Allowance Register.
16. Contingent Register.
17. Register of Stationery
27. Register of immovable property
28. Service Stamps Register.
29. Register of furniture.
30. Register of Office reference books.
31. Register of advances.
32. Register of Deposits.

53. In addition to the above the following registers should also be maintained.

1. Register of ~~school~~ college fees.
2. Scholarship Register.
3. Register of Reading Room Collections.
4. Register of Library and Prize Books.
5. Register of apparatus &c.
6. Register of (Geological) students' Excursion charges.
7. Miscellaneous Stock register in separate parts for each kind of article.

+ Why not and Geological? Other excursions may also have to be undertaken.

+ Sports

(To see further Order) +

I. ~~School~~ College Fees.

54. A register in the form prescribed in Government Order No. 8287-S/Edn.426-07 dated 23rd February 1909 should be maintained and the instructions contained therein followed.

(2) Scholarships.

55. A register in form 35 should be maintained, in which the number and date of the Government Orders sanctioning the several

scholarsips

scholarships should be noted in chronological order. Separate pages of this register will be allotted for each class and the amounts required for payment will be drawn on bills (in form Edn. 61). Only the number of scholarships of each class payable, the rate and the total amount required need be shown in the bill. The names of the scholarship-holders should be noted in detail in the scholarship register. The bill and the register thus written up should be placed before the Principal, who, after satisfying himself of the correctness of the entries made therein, will pass a payment order on which a cheque will be drawn for the total amount required for disbursement. The amount drawn from the Treasury will be distributed to the students concerned and their acknowledgments taken in the scholarship register. When the scholarship register is closed for the month, a note in the following form should be made in it.

Total amount paid as per details above ..	0	0	0
Amount drawn from the Treasury. ..	0	0	0
Balance refunded by shortdrawal on	0	0	0

(3) Register of Reading Room Collections.

56. A register in form 36 should be maintained for both Reading Room and Sports fees. At the beginning of each term the names of the several students should be entered in this register, separate pages being allotted for ~~each~~ each class. The amounts recovered from time to time will be credited in the Cash Book under the head "Deposits" and the amount drawn for expenditure being also debited to the same head.

4. Register of Library and Prize Books.

57. A register in form 38 should be maintained for noting the books purchased for the College Library and for prize distribution. The sanctioned budget allotment should be noted at the top and the expenditure, from time to time, watched with reference to this allotment. The invoices received from the Firms will be copied into this register and filed with the cash account in support of the charge.

5. Register of Apparatus.

58. A register in form 39 should be maintained and the procedure laid down in para 57 supra should be followed in this case also.

6. Register of Excursion charges.

59. A register showing the receipts and expenditure under this head should be maintained by the Professor in charge and the transactions recorded therein in chronological order. The expenditure will be brought on the accounts through the cash or adjustment book, as the case may be.

7. Miscellaneous Stock Register

60 In respect of articles which special stock registers have not been prescribed a stock register should be maintained separate sections being opened for each distinct class of articles.

maintained in each college of articles other than those relating to such as books, stationery, furniture, library books, prize books & miscellaneous articles

Verification of stock

61. The book balance in all stock registers on the 30th June & 31st Dec should be verified by detailed counting by a gazetted officer selected by the Principal and a certificate of verification sent to the Registrar before 1st August & 1st Feby respectively. If there are any excesses or deficiencies lists of them should be prepared and submitted for orders of the Council with proper explanation under each item. The Registrar should take immediate action relating to miscellaneous articles in his charge.

18

G. R. S. 26]

Ed. File No. 12-16
Serial No. 128

Diary No. of letter replied to 385

No. 9874. / Ecn 3

General and Revenue Secretariat
( )
the 191

To
The Registrar, Mysore University

Sir,

Date of issue 28-5-17

Signed by Sri P. M.

With ref to your letter No 2535/S.8.16 d. 25.1.17 as regards the draft rules etc for the accounts of the University I am directed to forward herewith ~~a copy of the note on the subject received from the Comptroller to Govt. together with the draft rules and forms revised by him in the light of his observations in the note~~, and to request

A set of revised rules & forms ~~on the subject~~ received from the Comptroller to Govt. as also ~~a note~~ a copy of his note ~~thereon~~ on the subject

over.

SUBJECT.

that the notes may be placed before the Imperial Council, and their views ~~opinions remarks~~ communicated to Govt. at a very early date.

As the matter has been long pending, the favour of very early action is requested.

Thanks.

Sec. Egypt
22/5/19

List of enclosures,

Copied by

Examined by

GPB—25,000—4-3-18

20

GBPM—2,500—30-3-1917.

No. 700
Enc 1

Office of the Mysore University,

Dated Mysore, 21st July 1917.

GEN. & REV.
23 JUL 1917

DIARY 510
1916-17
SECTION Gen
FILE No. 12-16
SERIAL No. 185

FROM

THOS DENHAM, ESQ., M.A.,
Registrar, Mysore University,
Mysore.

To

P.G. D'Souza, Esq., B.A., B.L.,
Secretary to the Government of
His Highness the Maharaja of Mysore,
Departments of Education & Agriculture,
Bangalore.

Sir,

With reference to your letter No.9874/Edn.12-16-128 dated the 28th May 1917 calling for the views of the University Council in regard to the revised rules and forms for the Accounts of the University, I am directed to state that the University Council have approved of the revised rules and forms and to request that you will be so good as to obtain the sanction of Government to their introduction at an early date.

2. I am further to request that the Superintendent, Government Press, may be requested to print the several forms receiving necessary instructions from the Comptroller and supply them to this Office immediately.

3. A copy of extract from the proceedings of the Council meeting held on 2nd June 1917 is herewith submitted.

I have the honour to be,
Sir,
Your most obedient servant,
Thos Denham
Registrar.

ARI.

Extract from the proceedings of the meeting of the University Council held on the 2nd June 1917.

xx

xx xx

3. Letter No.9874/Edn.12-16-128, dated the 28th May 1917, from the Secretary to Government, Departments of Education and Agriculture, regarding the system of Accounting the University Fund.

Resolved that the revised system proposed by the Comptroller be adopted and that Mr. J.S. Chakravarti be requested to give his opinion in the matter.

"Extract."

Registrar.

G. R. S. VI—G/32]

SUBJECT 1 2917 University Accounts

Diary No. of letter replied to 510

Section Edn.
File No. 12-16.
Serial No. 158

GENERAL AND REVENUE SECRETARIAT,
( )
, the 191

No. 1027

Date of issue 30-7-17

Signed by

To

The Registrar, Mysore University

Sir,

With ref to your letter No 700 d. 21.7.17 regarding inter-se for the University Accounts, I am directed to report that the set of revised inter-se forms received from the Comptroller and sent to you with this office No 9874/20-12-16-128 d. 28.5.17 may kindly be

over.

Dup 28/7

returned at a very early date.

Thanks

P. M.
27/1

Sec. C.P.A.

26.1.17

List of enclosure

Copied by

Examined by

WD 86—GPB—60,000—15-11 16

24

GBPM—2,500—30-3-1917.

Immediate

No. 999

Set of rules etc.

Office of the Mysore University,

Dated Mysore, 31st July 1917

2 AUG 1917

DIARY No. 747

SECTION Edn

FILE No. 12-16

SERIAL No. 159.

FROM

THOS DENHAM, ESQ., M.A.,

Registrar, Mysore University,

Mysore.

To

P. G. D'Souza, Esq., B.A., B.L.,

Secretary to the Government of

His Highness the Maharaja of Mysore,

Departments of Education & Agriculture,

Bangalore.

Sir,

As desired in your letter No.1027/Edn.12-16-158 dated 30th July 1917, I am directed to forward enclosed the set of revised rules and forms relating to the accounts of the University.

I have the honour to be,

Sir,

Your most obedient servant,

Thos Denham

Registrar.

S.K.

LDO.

G.R.S. 28] 10/8

25

Diary No. of letter replied to 717

GENERAL AND REVENUE SECRETARIAT.
( )

, the 191 .

Date of issue 13-8-17

Signed by

May this be

i printed?

ii treated as a standing order?

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the Press?

vi published in the Gazette Kannada part?

File No. 12-16
Serial No. 162

Proceedings of the Government of His Highness the Maharaja of Mysore

READ—

Papers ending with letter No 700 d. 21.7.17 from the Registrar, Mysore University stating that the Univ. Council have approved the revised rules and forms relating to the accounts of the Univ. sent by the Comptroller with his note

ORDER THEREON.—No.

over

SUBJECT.

Dated the 21.4.17 and requesting sanction of Govt to their introduction.

Orde. No. 1486-8/Edn dated 7.8

Govt are pleased to sanction the recommendation of the Univ. Council that the revised rules and forms sent up by the Comptroller and printed as an experiment be adopted for the accounts of the Univ.

The revised rules & forms regarding the accounts of the Mysore University are sanctd. & are appended to this order.

The Superintendent, Govt Press is requested to print the several forms ~~herein appended~~ in consultation with the Comptroller if necessary, & to supply them to the Registrar, Mysore Univ. as early as practicable.

9/8

D. 7/8

Secy. Edn.

To. 8/8/17

The Registrar, Mysore Univ.
" Superintd. Govt Press through Br. V
" Comptroller Univ. 8/8
~~" To Br. V~~

3090

27

GBPM—2,500—30-9-1917

No. 4015

Office of the Mysore University,

Dated Mysore, 7th December 1917.

8 DEC 1917

From

THOS DENHAM, Esq., M.A.,
Registrar, Mysore University,
Mysore.

To

P.G. D'Souza, Esq., B.A., B.L.,
Secretary to the Government of
His Highness the Maharaja of Mysore,
Departments of Education & Agriculture,
Bangalore.

Sir,

With reference to Government Order No.1486-8/Edn.12-16-162 dated the 15th August 1917 sanctioning the revised rules and forms regarding the accounts of the University and directing the Superintendent, Government Press, to print the several forms in consultation with the Comptroller, I am directed to state that it is nearly three months and a half since the order was passed and that no action seems to have been taken in the matter of printing the forms and registers.

The Superintendent, Government Press, has again been reminded and as the accounts have to be kept under the new system from a particular period of the year-convenient to begin from January next-I am to request that you will be good enough to instruct the Superintendent, Government Press, to expedite the printing work and to supply the forms and registers by that time.

I have the honour to be,
Sir,
Your most obedient servant,
Thos Denham
Registrar.

KRI.

G. R. S. VI—G/32]

SUBJECT.....

Diary No. of letter replied to 3090

GENERAL AND REVENUE SECRETARIAT
( )
, the 191 .

Date of issue 14-12-17

Signed by Mr. G. V. Sheyshri

Section Edu.
File No. 12-16.
Serial No. 170

No. 5656/Edu/1

To
Superintendent, Govt Press
~~The Registrar, Mysore University~~

I am directed to forward herewith copy of a letter No 4015 dated 7.12.17 from the Registrar, Mysore University, as regards the printing of certain forms & registers required for use in his office, and to request you to be so good as to make necessary

over.

arrangements to have the forms etc printed & supplied to him before the end of this month so as to enable him to ~~see~~ maintain the accounts as ~~under the system~~ sanctioned in G.O. No 1458-8/Ex.12-7.162 dated 13.8.17 at least from Jan 1. next.

The favour of an early reply regarding action taken in the matter is requested.

I have

11/12/17

for Secy. GM

11.12.17

List of enclosures.

Copied by

Examined by

DIARY No. 6932.

30

GBPM—8000—11-1-1918.

No. 10126

Office of the Mysore University,

Dated Mysore, 15 June 1918

12-16.

FROM

THOS DENHAM, ESQ., M.A.,
Registrar, Mysore University,
Mysore.

To

P. G. D'Souza, Esq., B.A., B.L.,
Secretary to the Government of
His Highness the Maharaja of Mysore,
Departments of Education & Agriculture,
Bangalore.

Sir,

In continuation of this office letter No. 4015 dated 7th December 1917 regarding the revised forms of accounts of the University, I am directed to state that the printed forms and registers have not yet been received from the Superintendent, Government Press and that it will be possible to introduce the new system of keeping the accounts from 1st July 1918 only if the forms and registers are supplied to this office within a fortnight.

I am to request that you will be so good as to instruct the Superintendent, Government Press, to supply them to this office at a very early date.

I am to add further that both the Superintendent, Government Press and the Comptroller to Government have been reminded in the matter.

I have the honour to be,
Sir,
our most obedient servant,

Thos Denham

REGISTRAR.

KS

1¼ + 2¼
22/6/18

31

G. R. S. VI—G/32]

SUBJECT.....

Diary No. of letter replied to 6932

Section Edn.
File No. 12-16.
Serial No. 172

GENERAL AND REVENUE SECRETARIAT
( )
, the 191 .

No. 12366/Edn

Date of issue 25-6-18

Signed by Mr. M. V. Iyer

To

The Supt. Govt Press.

Sir,

In continuation of this office letter No 5656 dt 14.12.'17, I am directed to forward herewith copy of a letter No 10126 dt 15.6.'18 from the Regr. Mys. Univ. re: the printing of certain forms & registers reqd for use in his office & to request you to kindly see that the forms are printed & supplied to him ~~at once~~ very early.

over.

24/6

The favour of a reply regarding the action taken in the matter is requested.

I have etc

HW 21.6.18
for Secy L&A.

List of enclosures.

Copied by

Examined by

WD86—GPB—60,000—15-11-16

Diary No. 15

35

No. 2787

07010

WD 2142—GPB—1,000—9.5.18

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRESS,
Diary No.
Dated Bangalore, 28th June 1918.

FROM

D. B. RAMACHANDRA MUDALIAR, ESQ.,
SUPERINTENDENT, GOVERNMENT PRESS,
BANGALORE.

To

P. G. D'Souza, Esq., B. A., B. L.,
Secretary to Government, Departments of
Education and Agriculture, Bangalore.

R,

With reference to your letter No. 17388/ Edn. 15-15-1918, dated 25th June 1918, I have the honor to state that the Mysore University Forms and Registers have been sent to the Branch Press, Mysore, for execution. The Foreman has been directed to receive instructions if required, from the Registrar, Mysore University, and supply the printed copies direct to that officer.

I have the honor to be,
Sir,
Your most obedient servant

D. B. Ramachandra
Superintendent,
Government Press.

BVS

2-7-18

34

G. R. S. VI—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

Reply with copy
Final case
2/7

Section Edn
File No. 12-16
Serial No. 173

GENERAL AND REVENUE SECRETARIAT,
( )
, the 191 .

No. 166/Edu 1

Date of issue 14-7-18

Signed by [illegible]

To The Registrar, Mysore University

Sir,

With reference your letter No 10126 dated 15.6.18 in regard to the printing of the revised forms of accounts, I am directed to forward herewith for information copy of a letter No 2987 dated 28.6.18 from the Superintendent

over.

35
a

Govt Press on the
subject.

Thanks

Sec'y. Spt
'17

List of enclosure

Copied by

Examined by

WD 86—GPB—60,000—15-11-16